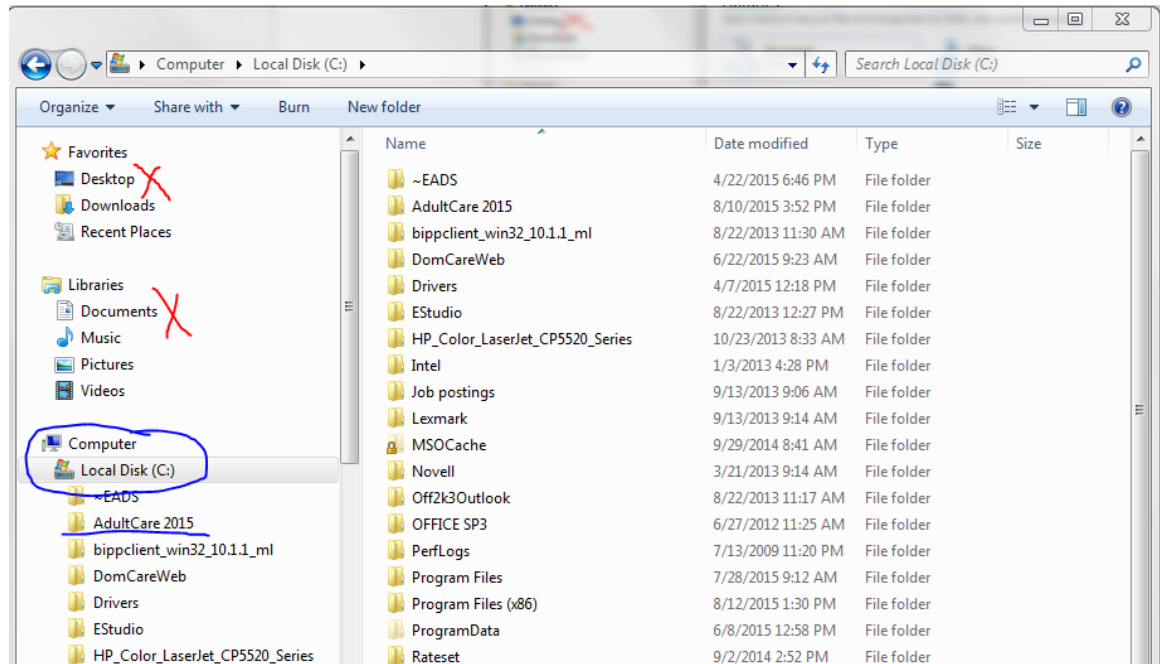


## ADULT CARE COST REPORT INSTRUCTIONS FOR ACCESS 2013

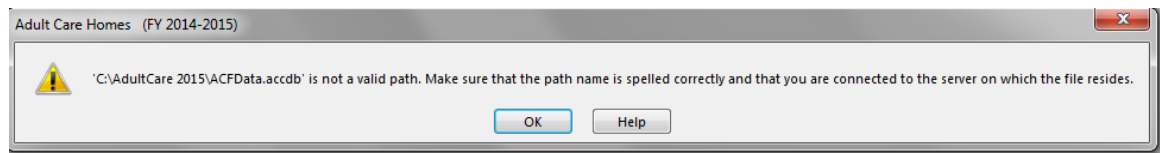
### DOWNLOAD/INSTALLATION INSTRUCTIONS FOR THE REPORTING APPLICATION:

Access 2007 or higher needs to be available on the computer to use this application. The Adult Care Cost Report program has been converted to work using Access 2013.

1. Go to Explore (right-click the Start button located in the lower left hand corner of the screen, highlight and left-click “Windows Explorer”). The screen might look something like this.



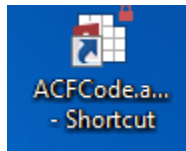
- a. To create a new subdirectory, highlight (click on) Local Disk: (C:). In the above picture the correct location is circled in blue. With the cursor sitting on that, right-click and a menu should come up and toward the bottom highlight “New”. That will bring up another menu and click on “Folder”. This will add a new subdirectory to the C drive. Call it “AdultCare 2015”. It needs to be that exact name. There is a space between the ‘e’ and ‘2’. If the subdirectory is not called “AdultCare 2015” it will say there is an error when the program is opened.
- b. In the above picture there are two red “X”s. **DO NOT** save the cost report program in either of these two places. If the program is saved in either location and opened, it will say there is an error. The error will say something like this:



The same error will come up if the subdirectory on the C drive is called “AdultCare2015” with no space between the ‘e’ and ‘2’.

2. Go to the Office of the Controller web page: [www.ncdhhs.gov/control](http://www.ncdhhs.gov/control).
3. Click on the above link. In the yellow box click on the first bullet “Adult Care Facilities”. The first bullet on this next screen will be “2014-2015 Cost Report - AUPs – Now Available”, click on that. Next click on the link labeled “Click to download Adult Care Cost Report Application for Access 2007”. A download tab at the bottom of the screen window called “ACF Access 2015.zip” should open. Put the mouse cursor over the tab and right-click. It should bring up a menu with the first option of “Open”, click on that. It will bring up a window that looks like a Windows Explorer with two files sitting in it. Copy and paste these two files or drag and drop them into a subdirectory AdultCare 2015 created in step 1 above.

4. The cost report program is now ready to be opened. This can be done one of two ways.
  - a. The first way is just to double click on the file called “ACFCode.accde” in the AdultCare 2015 subdirectory and the cost report program will open. The slight downside is that to start the program the user will always have to open Windows Explorer, go to the C drive, AdultCare 2015 subdirectory and double click on the ACFCode.accde file.
  - b. The second way is to create a shortcut and put the shortcut on the computers desktop. With Windows Explorer still open and looking at the AdultCare 2015 subdirectory, find the file called “ACFCode.accde”. Highlight this file and right click with the mouse. A box will appear and look for “create shortcut”. Left click with the mouse and a Shortcut file will appear under the ACFData file. Move the shortcut file to the desktop (drag and drop). The icon appears as follows, “ACFCode.accde - Shortcut”. Right click on the icon click on “rename” the icon to say “Adult Care 2015”. See the pictures below.

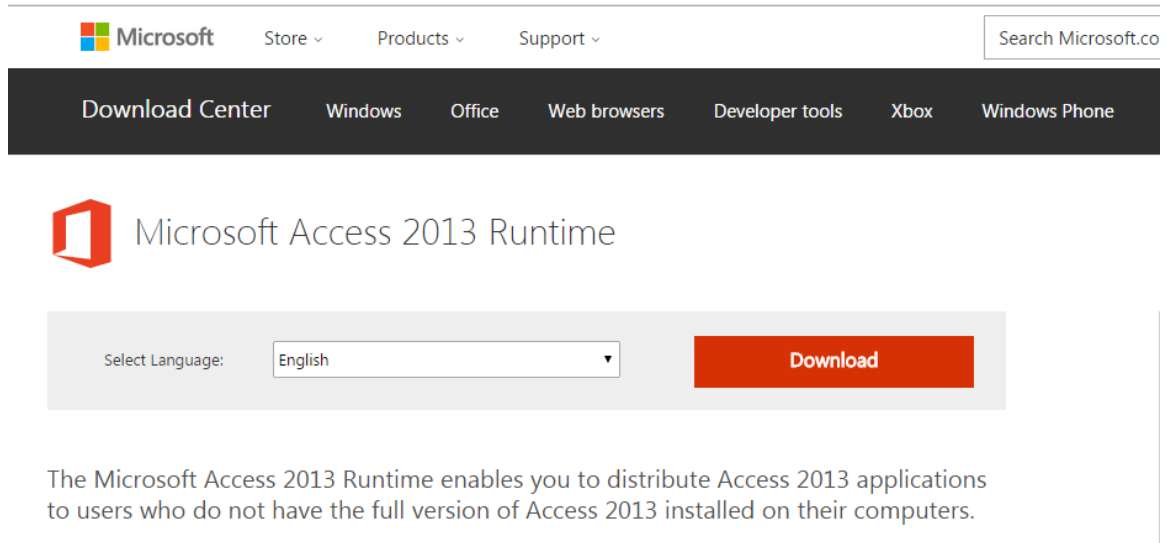


To open the application, double click on the Adult Care 2015 shortcut located on the desktop.

The first set of screen instructions below will be for users using Microsoft Access 2007. Screen instructions of Access 2010 and 2013 users will follow.

# Access 2013 Free Runtime Download Instructions

The cost report program only uses Access 2013. No other versions are available. If you don't have Access 2013 there is a free runtime version of it that can be downloaded directly from Microsoft to use. On the website click the link that says "download a free Runtime version from Microsoft". The next screen should look like this:



The screenshot shows the Microsoft website's Download Center. The Microsoft logo is in the top left, with links for Store, Products, and Support. A search bar is in the top right. Below the navigation bar, the 'Download Center' is highlighted. The main heading is 'Microsoft Access 2013 Runtime'. Below this, there is a 'Select Language:' dropdown menu set to 'English' and a red 'Download' button. A paragraph below explains that the runtime enables distributing Access 2013 applications to users without the full version installed.

Microsoft

Store ▾ Products ▾ Support ▾

Search Microsoft.co

Download Center Windows Office Web browsers Developer tools Xbox Windows Phone

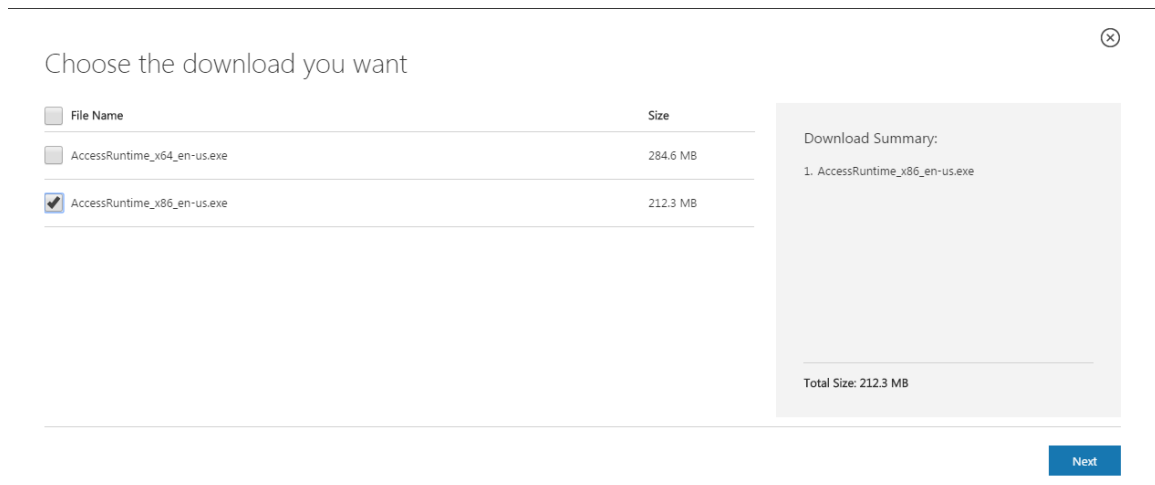
## Microsoft Access 2013 Runtime

Select Language: English ▾

Download

The Microsoft Access 2013 Runtime enables you to distribute Access 2013 applications to users who do not have the full version of Access 2013 installed on their computers.

Choose a language, then click the Download button on the right. The screen below will appear.



The screenshot shows a window titled 'Choose the download you want'. It contains a table with two columns: 'File Name' and 'Size'. There are two rows: 'AccessRuntime\_x64\_en-us.exe' (284.6 MB) and 'AccessRuntime\_x86\_en-us.exe' (212.3 MB). The second row is selected with a checked checkbox. To the right of the table is a 'Download Summary' box showing '1. AccessRuntime\_x86\_en-us.exe' and 'Total Size: 212.3 MB'. A 'Next' button is in the bottom right corner.

Choose the download you want

File Name	Size
<input type="checkbox"/> AccessRuntime_x64_en-us.exe	284.6 MB
<input checked="" type="checkbox"/> AccessRuntime_x86_en-us.exe	212.3 MB

Download Summary:

1. AccessRuntime\_x86\_en-us.exe

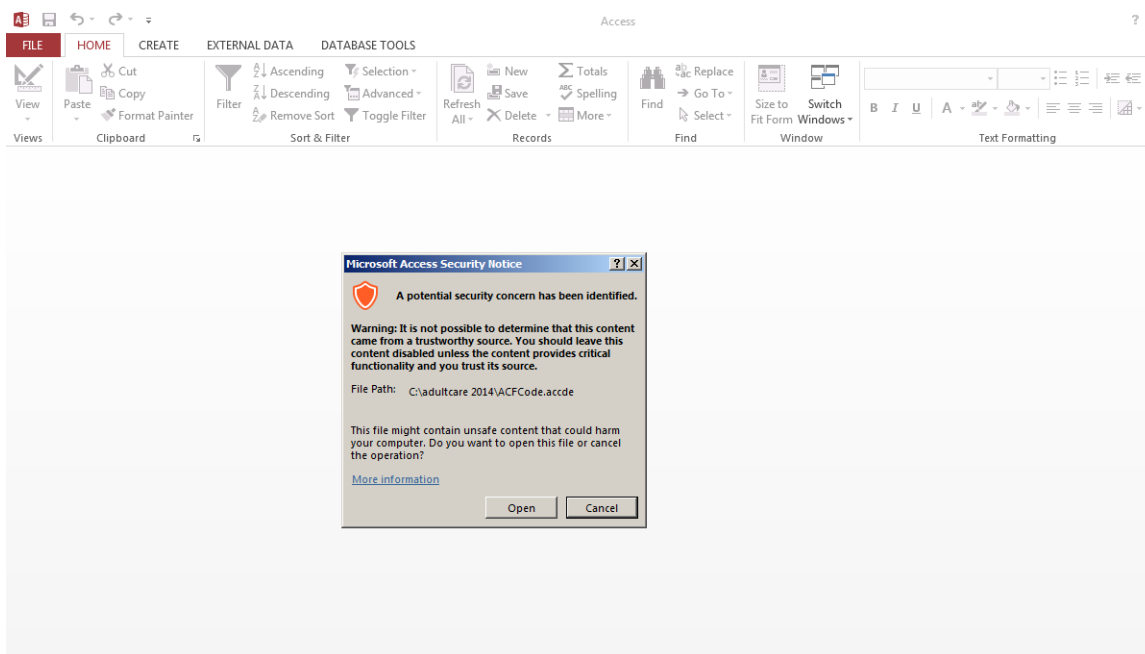
Total Size: 212.3 MB

Next

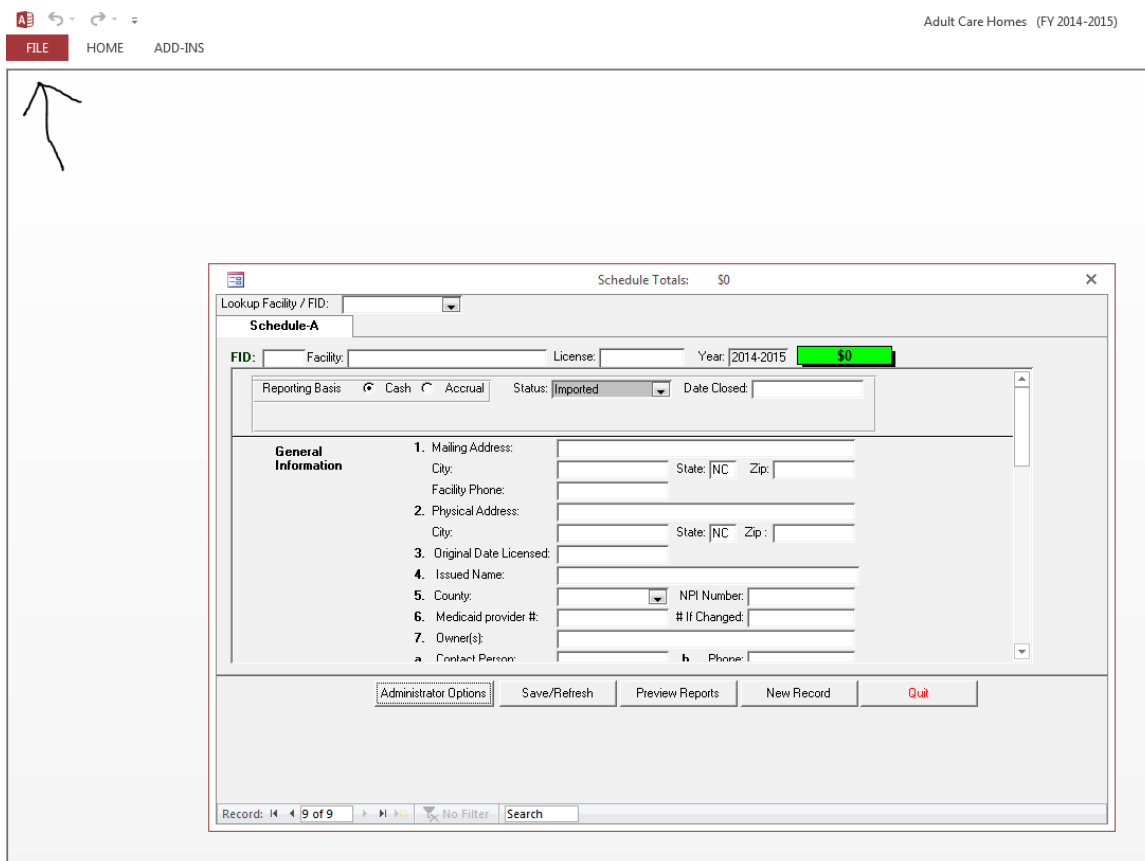
Choose the bottom option of AccessRuntime\_86\_en-us.exe. This option is for the 32 bit version of Access 2013. The cost report program was written using the 32 bit version of Access so please pick that version for the runtime. The cost report will not work using the top option for the 64 bit version of Access 2013. Again make sure to pick to pick AccessRuntime\_x86. Click the Next button in the bottom right and follow the directions.

# Access 2013 Screens Instructions

The first time the Cost Report program is opened up it might look like the screen below:

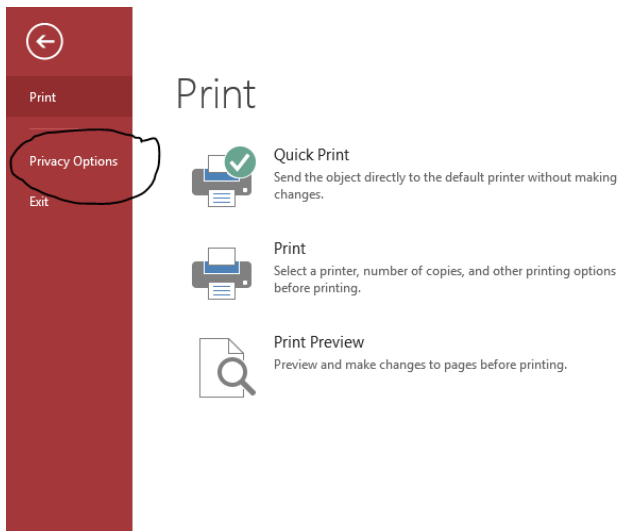


If so, click on the “Open button” The next screen should look like this:

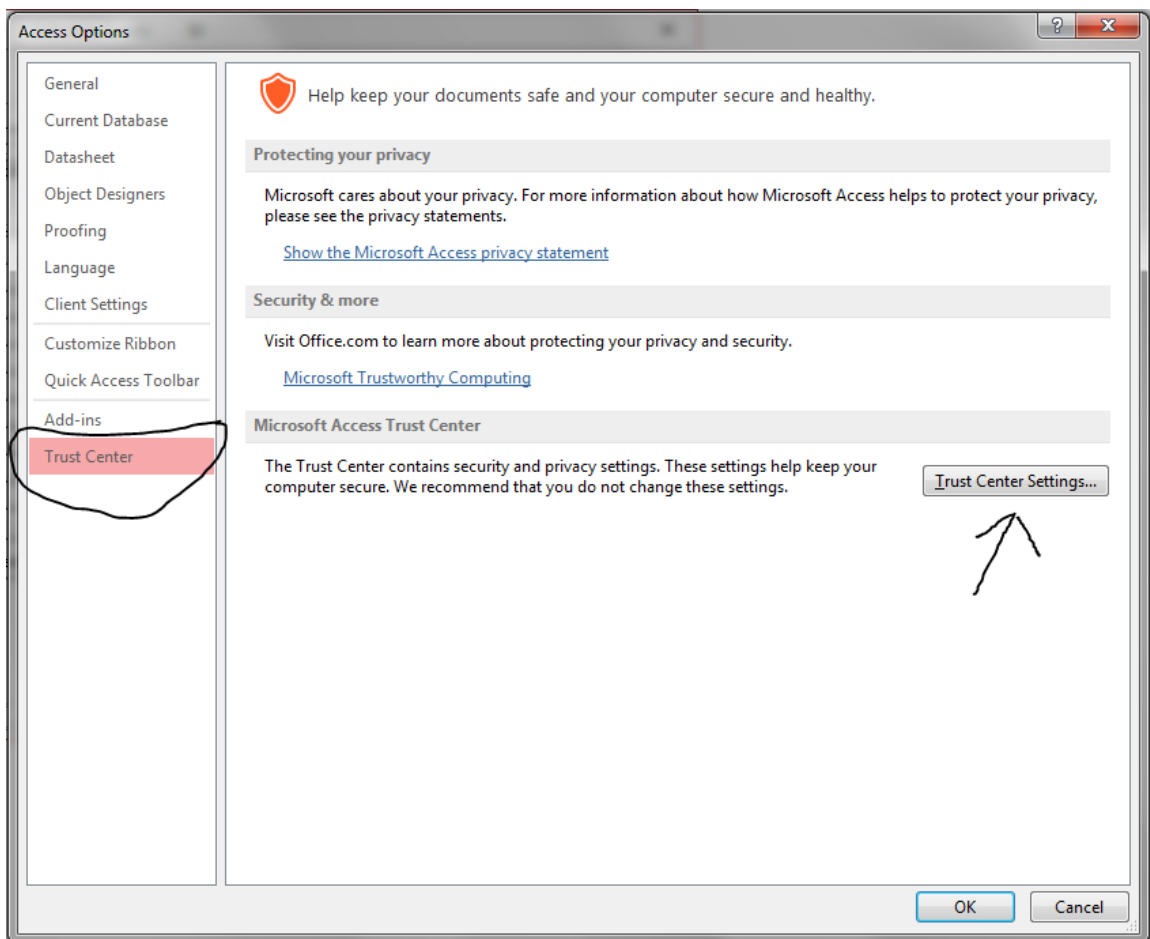


But before entering any cost report data. please do the following steps!!

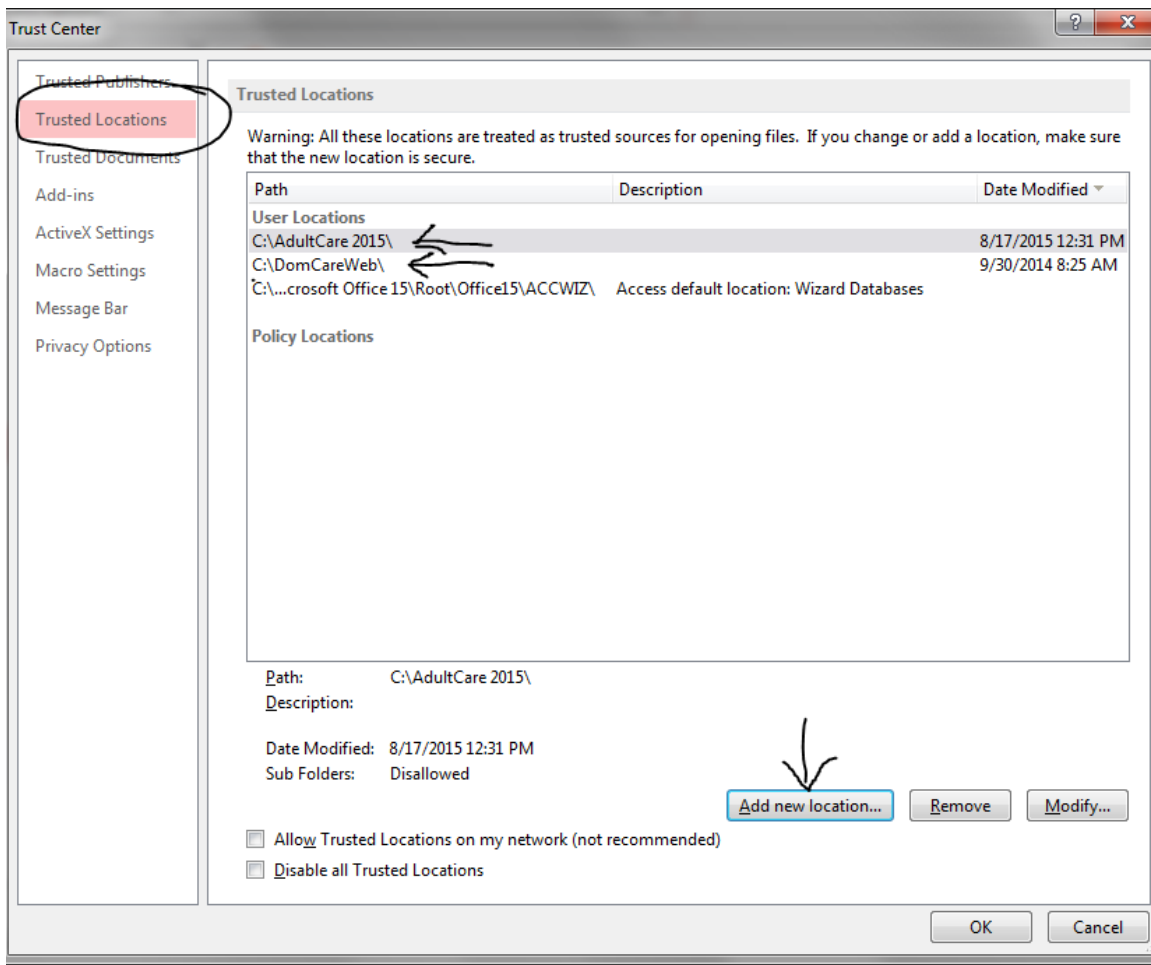
Click on File and then Privacy Options



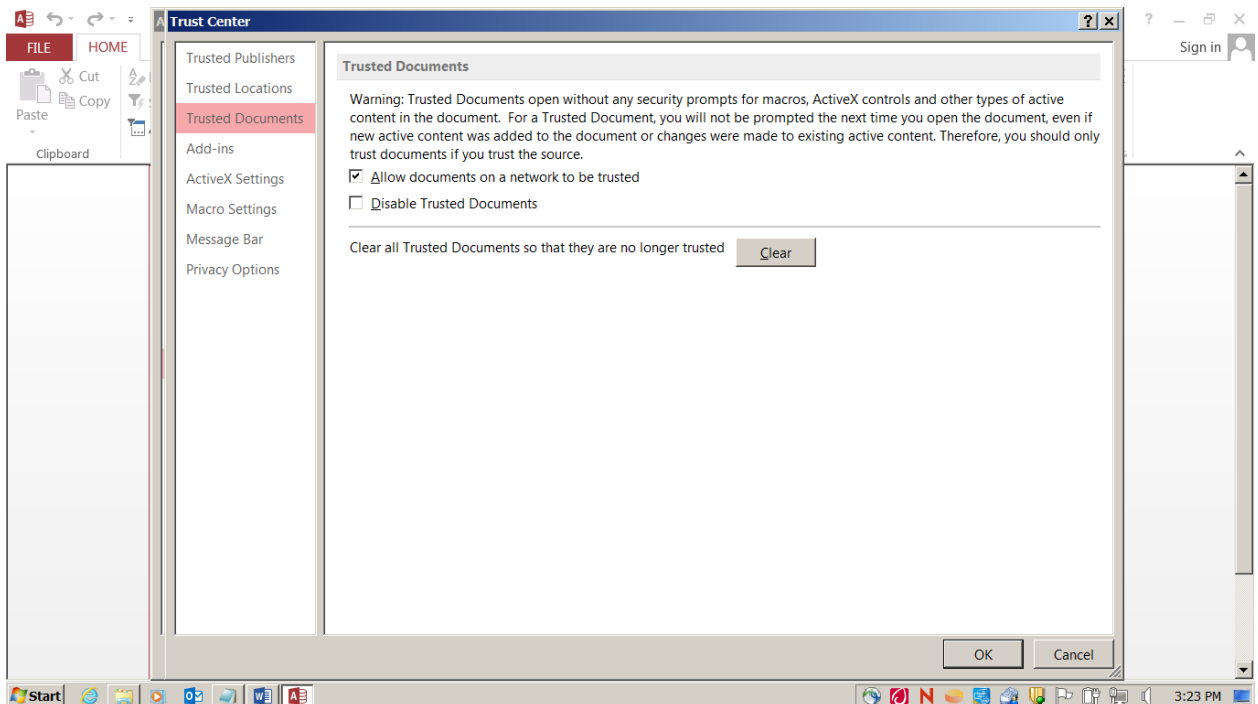
## Go to Trust Center



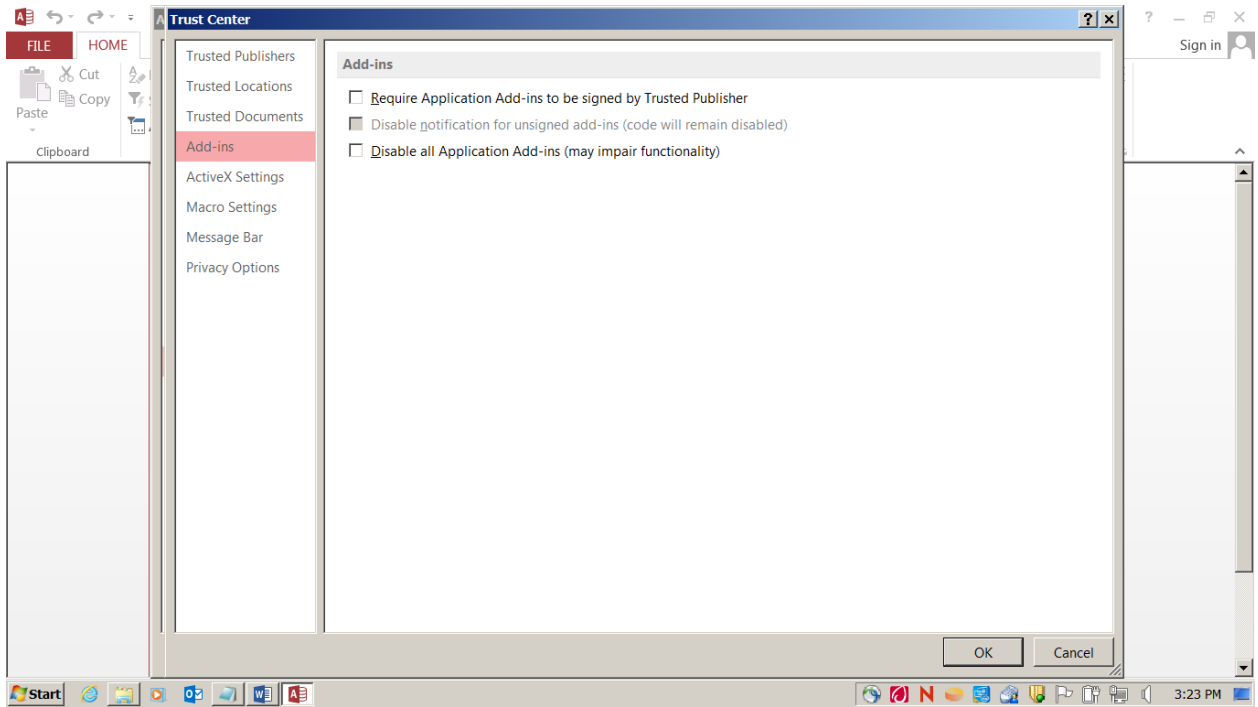
In Trust Center Settings screen, select trusted locations. Click on Add new location to add the folders for Adult Care and DomCareWeb (if already on the computer) as shown below.



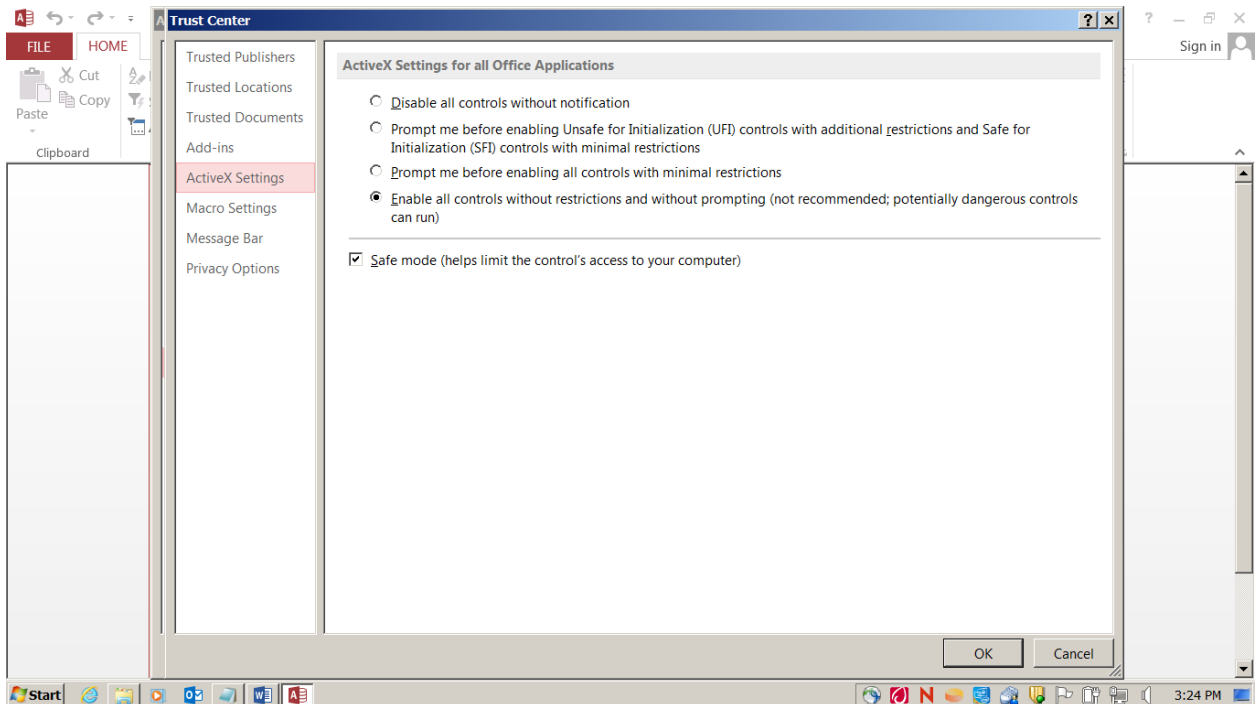
Select Trusted Documents, check Allow documents on a network to be trusted. Click OK



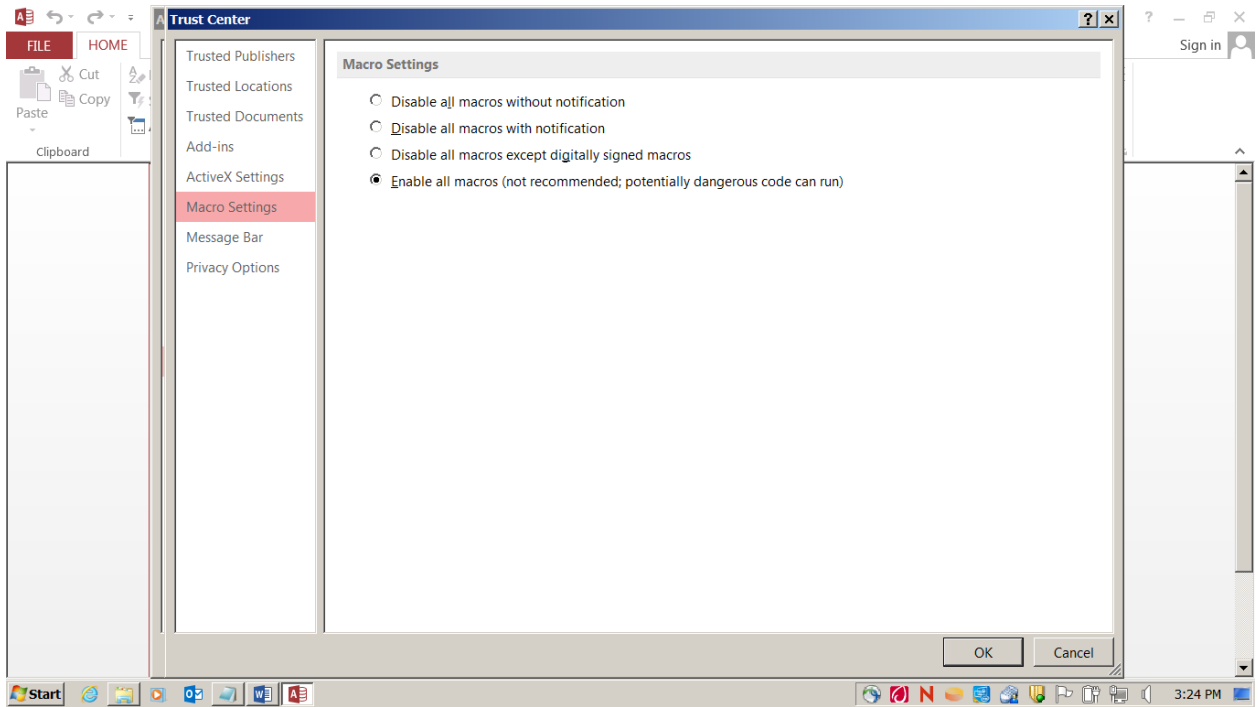
## Nothing checked in Add-ins



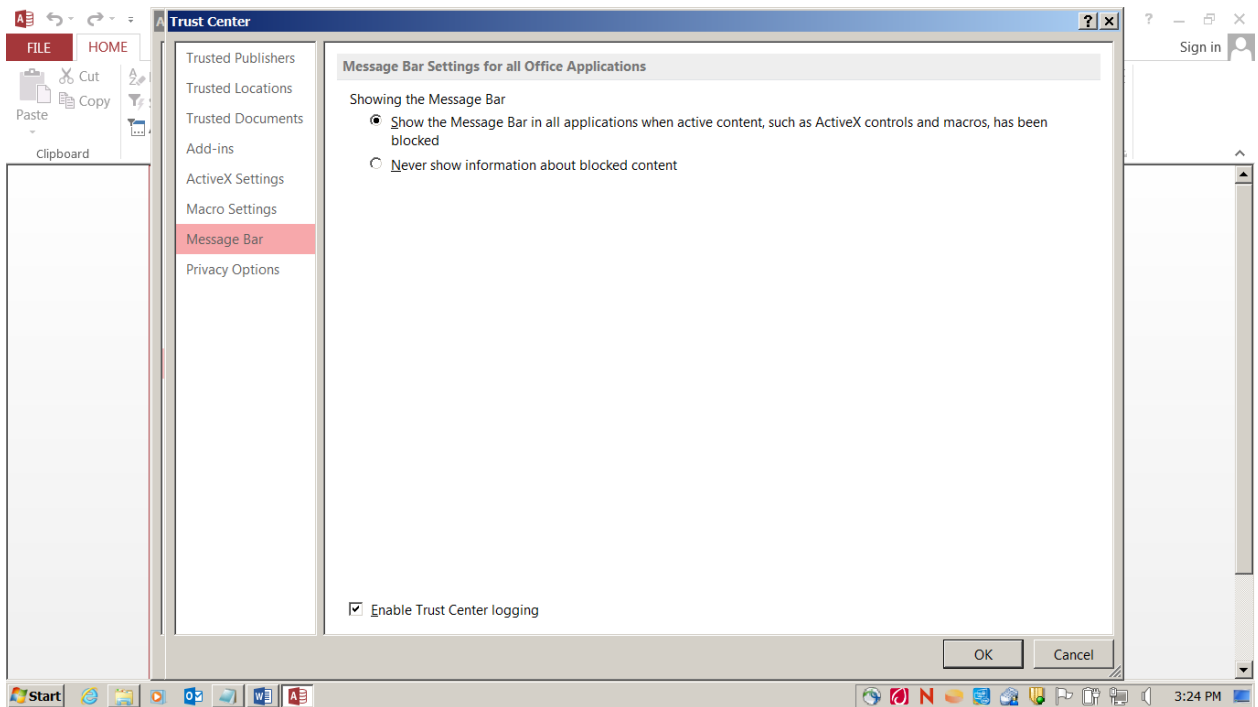
## Enable all controls in ActiveX Settings



## Check Enable all Macros

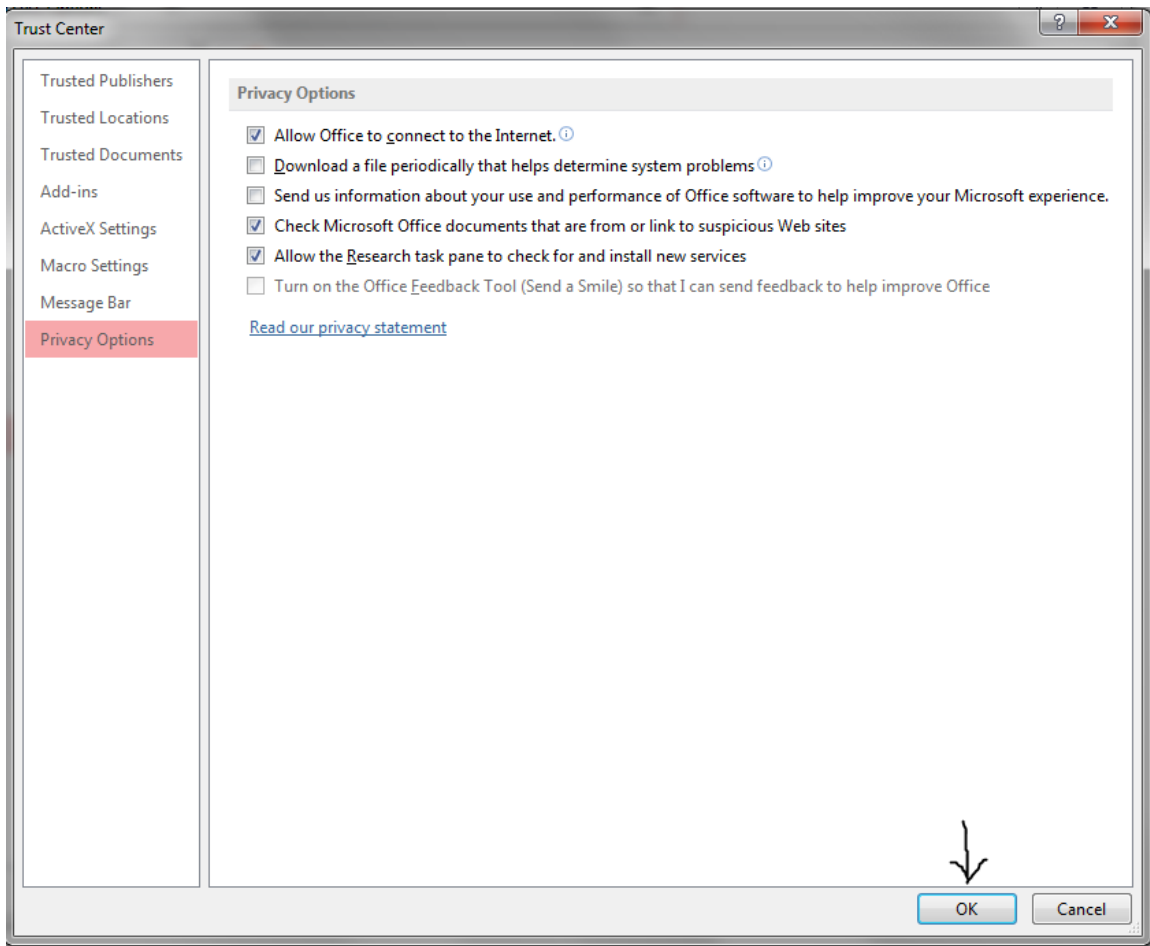


## Check Show the Message bar and Enable Trust Center

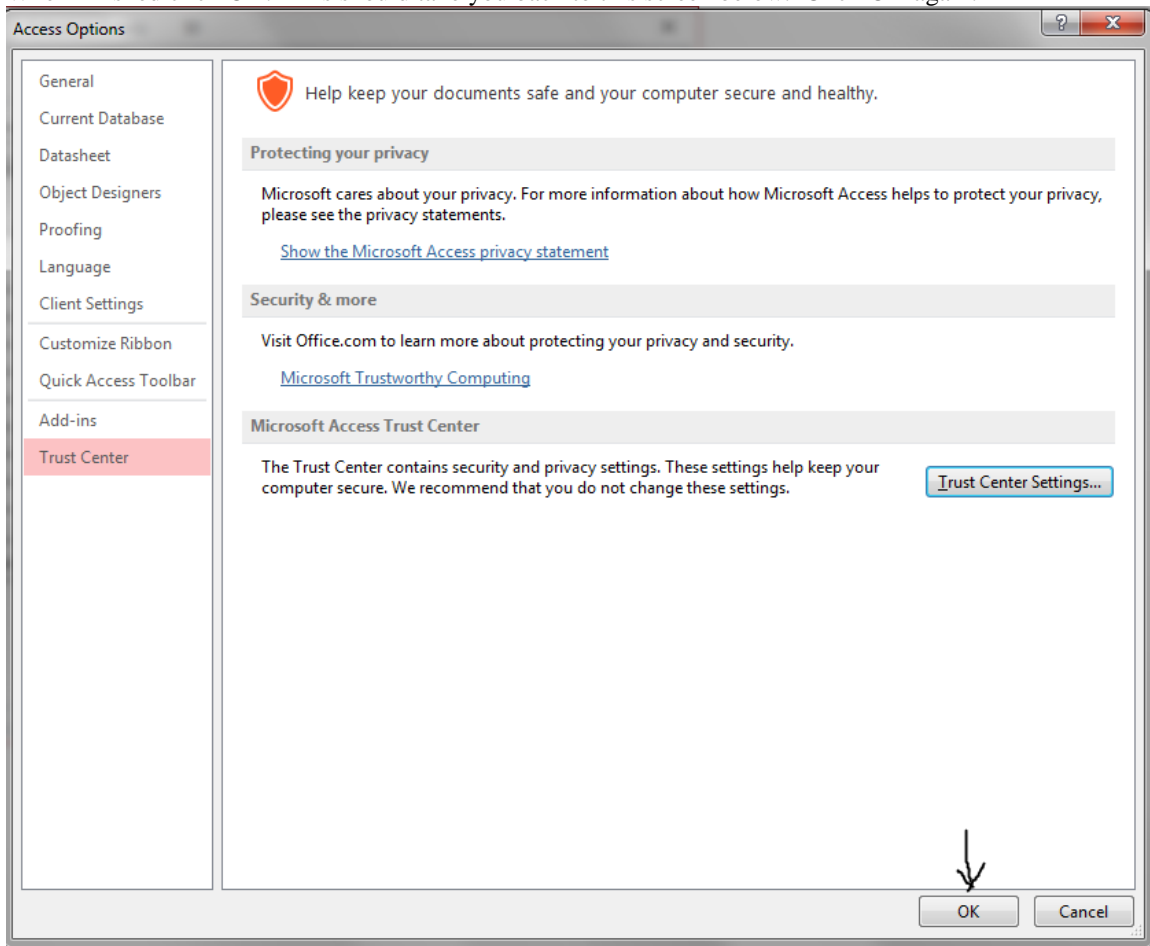




## Privacy Options Screen



When finished click OK. This should take you back to this screen below. Click OK again.



Now data can be entered onto the screens.

On how to enter data into the cost report program, please refer to the “Instructions for the 2014-2015 Adult Care Cost Report” files. There is one set of instructions for homes with a license capacity of 6 beds or less. There is another set of instructions for homes with a license capacity of 7 beds or more. Both can be found on the Office of the Controller’s web site.